



Court Core Data Transfer Working Group

CCDT

Preliminary Action Plan

Objective:

To utilize a Working Group of JUSTIS members, users and designers of analytic processes to complete a detailed requirements analysis, and document that analysis allowing the effort to benefit the courts and their IJIS design and implementation, allowing the data contribution authorized by the courts for dissemination via JUSTIS to satisfy user requirements, and allowing the design and implementation of a court core data transfer process to benefit the entire JUSTIS community.

Members:

See handout

Deliverables:

- Documentation of Court:
 - Plans
 - Schedule
 - File & Data definitions and layout
 - Presentation method / record layouts – screen designs
 - Data availability schedule
- Documentation of Individual Agency Detailed Descriptions of both Current & Anticipated Utilization of Court Data
 - JUSTIS members:
 - For each utilizing court data process:

What process is court data used for
(does anyone remember how to flow chart?)
From which agency is it obtained
How is the data obtained
What is the specific data obtained
Do you anticipate change
When

Courts:

For each “post” process where agency data is provided:
(Post process is defined as when the court has provided data and expects that data to be updated, augmented, or when the court expects agency data in response)

What process is agency data used for
From which agency is it obtained
How is the data obtained
What is the specific data obtained
Do you anticipate change
When

■ Documentation of Individual Agency Data Requirements

For each process: (see above)

Review & confirm how data is used
Review & confirm how & from where data is obtained
Review & confirm current list of data
Identify any additional data requirements – specific data elements

Courts: (see above)

Review & confirm

■ Individual Statements of Agency Time Requirements

For each process & subsequent set of associated data

What is the current / actual delivery schedule
What are the maximum and minimum limits to delivery
(want vs. must)

Courts: ditto

■ Documentation & Prioritization of Acceptable Delivery Methods

For each process & subsequent set of associated data

What are the alternative acceptable delivery methods and media

Courts: Ditto

■ Unified Documentation of “Community” Data Requirements and Time Requirements

As a group:

Combine each of the sets of individual deliverables into a view of the “Community” business process
Flowchart & document the entire process

- Screen Displays & Record Layouts for User Consumption

As a group:

Add screen designs and/or record layouts to the above

Method:

Weekly, two-hour work sessions

Review last week's work

Make any corrections, updates (provide copies to all)

Present this week's work (copy to all members)

Discuss

Make assignments

Schedule:

- **06/24/04** – Agreement to Proceed with CCDT Working Group Activities
- **07/06/04** - Agency / Participants Identified
- **07/06/04** - Bi-weekly work Sessions Scheduled
- **07/22/04** - Review and Modification of Presentation for ITAC – Good to Go
- **08/02/04** - Court Presentation of Detailed IJIS Criminal Objectives and Schedule
- **08/02/04** - Court Presentation of Criminal Data Dictionary
- **08/09/04** - Individual Descriptions of Agency Court Data Utilization
- **08/16/04** - Individual Agency Court Data Requirements
- **08/23/04** - Individual Agency Data Delivery Requirements
- **09/13/04** - Data / Record Layout Requirements
- **08/13/04** - Screen / Document Requirements
- **09/23/04** -Comprehensive Data Requirements Document, Prioritized Delivery Requirements Presented as Final Report to ITAC